

Media Management--Yearbook

Media Library

Yearbook staff members may take hundreds of photos at a single event, not all of these end up making it onto our site or into our book.

1. At the conclusion of your event, delete photos that aren't usable.
2. Upload your remaining photos to Walsworth.
 - a. Find the 2019 Yearbook
 - b. Add your photos to the appropriate folder
 - c. Tag all photos at the time of uploading
3. Choose photos which require further info and upload these to Wordpress.
4. Title your photos in the following manner: section_page_event. For example: sports_volleyball_pinknight
 - a. If you are working with multiple photos for one post, add one more descriptor to each...sports_volleyball_pinknight_stockton (this will allow us to know what your intentions were for each photo. In other words, with the previous example, I assume you need more information from Kaelee Stockton in regards to her volleyball photo from Pink Night).
5. Once photos are uploaded to Wordpress, you will be able to include them in your blog posts.

Vimeo

In the event you've created a video to add to your post, save this to the Y-drive on one of the desktop computers in the newsroom. This will then get uploaded to our District 15 News Vimeo channel by Mrs. Moore.